Task 3

SCHEDULES

1. You are going to read an article about creating a daily routine. Before you read, look at the title of the article. Do you have your daily routine? If yes, how well does it work for you?
2. Read the article and write the headings in the correct paragraphs (A, B, or C).

EVENING MORNING MIDDAY

1. Explain the following words (underlined in the text). You may use the Oxford Advanced Dictionary Online to look up a definition: <https://www.oxfordlearnersdictionaries.com/>
2. set up
3. figure out
4. jot down
5. from scratch
6. Read the article again. Answer the questions.
7. What should you do during your most productive times?
8. What should you do during your least productive times?
9. What interesting things did the author find about a lot of successful people?
10. Do you schedule your tasks and activities?
11. How is your daily routine working for you?